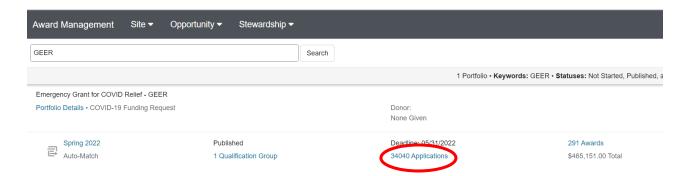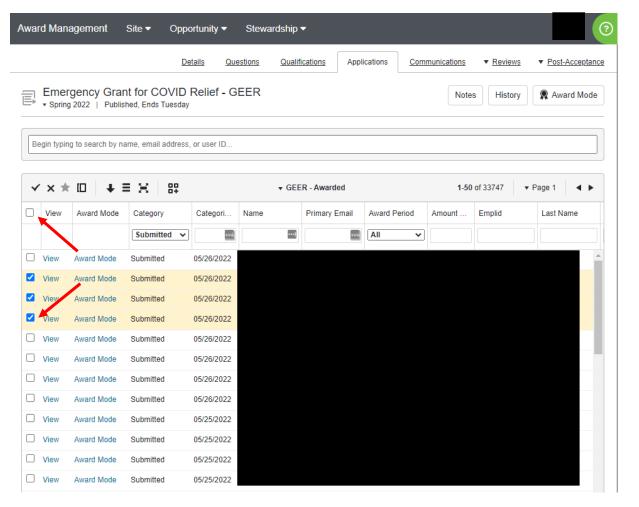# Awarding at the Opportunity Level

1. Navigate to the opportunity you would like to award via your dashboard cards or selecting Opportunity>Portfolios>All and searching for the opportunity. Select the applications link to navigate to the applications grid.

2. You may award one student at a time or, if you are awarding the same amount and for the same award period, you may award multiple students at once. Select one or more applicants by checking the boxes to the left of the applicant rows or select ALL applicants by checking the check box to the left in the grid header:
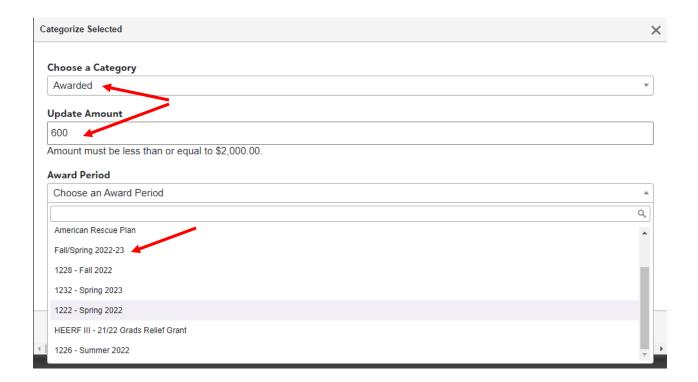
3. Once you have made your record selections, navigate to the bottom left and select 'Categorize' from the action dropdown box:
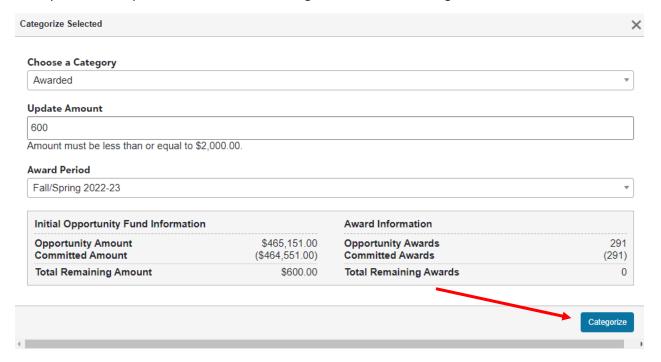

4. The Categorize dialogue box will appear. Select "Awarded" as the category, enter the amount of the award and select the appropriate award period. , term or customized depending on the award).Enter a subject and email content, select option to add a CC or BCC recipient (note that only one CC and/or one BCC is permitted per ad-hoc email).

> **Note:** Fall/Spring for the appropriate academic year would be the normal award period unless the award should be fall only, spring only or is a customized award period set up for a specific awarding purpose.

5. Once you have completed the form, select "Categorize" in the bottom right-hand corner:

6. The system will return to the application grid. Your application record or records will now have the new category and an updated categorization date. You may need to refresh the grid or, if you were previously viewing by a different category, select a different query in order to see the updates as it takes a few seconds to update the grid view: